



COUNTY OF SAN LUIS OBISPO  
DEPARTMENT OF PLANNING & BUILDING  
Change Order to Issued Permit

BLD-1003  
05/30/2017

This form must be completed by the property owner, authorized agent, or contractor for any proposed change to an **issued** construction permit. (See definitions of project change orders on the reverse side of this form.) Fees may be recalculated or new fees added based on the scope of the change.

Change order submittal packages shall contain the following:

- **The approved plan sets for the issued permit with all applicable documentation**
- Two sets of completed plan revisions/changes/alterations with applicable documentation
- A new completed application form (if required by Building Division staff)
- Applicable fee payment (as determined by Building Division staff)

Property Owner Name	Permit #	Date
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Property Owner / Authorized Agent / Contractor Requesting Change			
Name	Phone Number	License No. / Class	
Mailing Address	City	State	Zip Code
Email			

**Describe the original project:**


**Describe the proposed change:**


I understand that in addition to any hourly staff review fees, I may be required to apply for additional permits and pay additional fees if the proposed change order is classified by Building Division staff as a plan alteration or plan change as defined on the reverse side of this form.

Property Owner / Authorized Agent / Contractor Signature

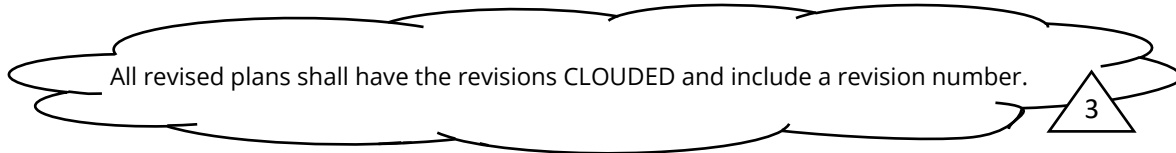
Date

# Change Order to Issued Permit

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## Definitions of Project Change Orders:

### 1. Plan Revisions



Plan revisions are modifications to the project that do not change physical size or design of the project. Revisions define basic structural, electrical, mechanical, or plumbing changes to the project while maintaining the scope of work as outlined in the original construction permit application and the valuation of the project does not change.

Examples:

- Changing from a concrete slab on grade to a raised wood framed floor.
- Changing from a conventionally framed roof to a pre-manufactured truss framed roof.
- Construction detail change or clarification.

Plan revisions require fees for hourly Building Division staff review.

### 2. Plan Alterations

Plan alterations are modifications to the project that add valuation or alter portions of the project and change the scope of work. Alterations require changes to the original application, plus additional Planning, Building, Public Works, and/or other agency review.

Examples:

- Adding a bedroom wing to an existing project.
- Altering the floor plan by adding a bathroom to an existing project.
- Adding electrical, mechanical, or plumbing fixtures to an existing project.

Plan alterations require recalculation of original permit fees.

### 3. Plan Changes

Plan changes are modifications to the project that change the entire physical size and/or design of the project. Changes require withdrawal of the original permit, submittal of a new application, and complete Planning, Building, Public Works, and/or other agency review.

Examples:

- Replacing the original house design with a new house design.
- Changing from a conventional stick built house to a manufactured home.

Plan changes trigger a new permit number, plus new valuation and associated fees. Some fees from the withdrawn permit may be credited toward the new permit fees after review and approval by Building Division staff.